**Council of Chairs**

**November 18, 2020**

Present: Amy Clark, Amelia Harris, Jacob Somervell, Brandy McCarroll, Robin Woodard, John Cull, Tom Costa, Andy Cox, Robin Benke, Trisha Folds-Bennett, Michael McNulty, Bryan Hoyt, Scott Bevins

1. Remote Instruction – we are moving to remote instruction beginning Nov. 23. All students will need to move off campus this weekend. Students will be notified this afternoon.

Per department – whether or not admin assistants can work remotely.

1. Course Enrollments
2. We need to set expectations for a reasonable load for the goals we have here (individualized, personalized attention for our students)
3. Are there ways to create clear policies that try to dictate when it’s appropriate to use adjuncts, when we need to hire a new full-time instructor, etc.? Can it be an institutional, structural change?
4. Late enrollment – need to educate students about why it is so important to register for classes early. Even more importantly, for them to plan ahead with their schedules and really map out what they should take and when and when it’s offered. We need to change the culture and encourage students to enroll. We may need to consider the way we manage the seats in a class. Could we have departments manage this? We then could have conversations with the students regarding the importance of registering on time.
5. Scott is working on a survey to email students asking them to let us know if they have registered and when they plan to, what could be useful to help them, etc.
6. The list of those who have not registered can be shared with departments so faculty can reach out to their students.
7. Scott will pull the information for holds on student accounts and will share with the group.
8. We need to work on bringing the seat capacity in the system relative to how many seats should be in the class pedagogically. We need to get our considerations (faculty classroom preference, accreditation agency class size suggestions, lab numbers…) in writing so we can manage it.
9. Every department has to justify how they fit the College’s Mission.
10. Expectation of continued employment – after 6 years, instructors would have tenure. Information is in the faculty handbook. Consider Senior Instructor/Instructor levels. We need to institute a formal review and make sure the policy is what it needs to be.
11. Are there efficiencies we could find in the way our majors are structured? Could other currently offered courses with higher enrollments satisfy requirements? This could prevent needed to hire adjuncts or having overloads in some areas.
12. Faculty Evaluations - We will come up with tools and rubrics we can use to help with these.
13. FY22 Budget Development and Priority Setting – we will need look ahead and do zero based budgeting for our accounts. Must consider how travel will affect our budgets moving forward.
14. Academic Freedom and Shared Governance